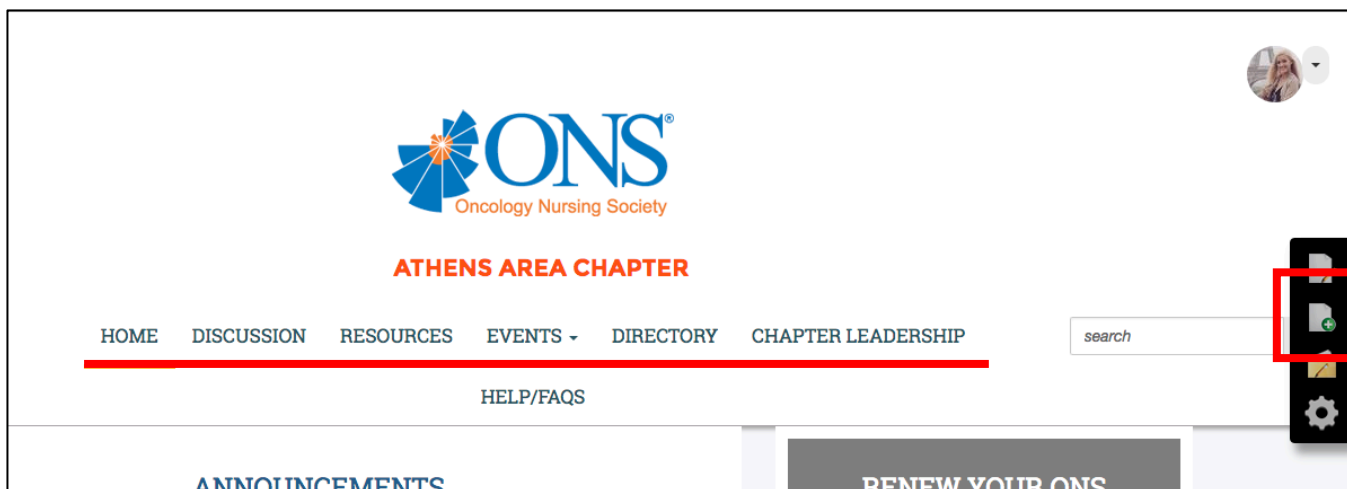


## CHAPTER COMMUNITY TUTORIAL: ADDING TEXT AND IMAGES

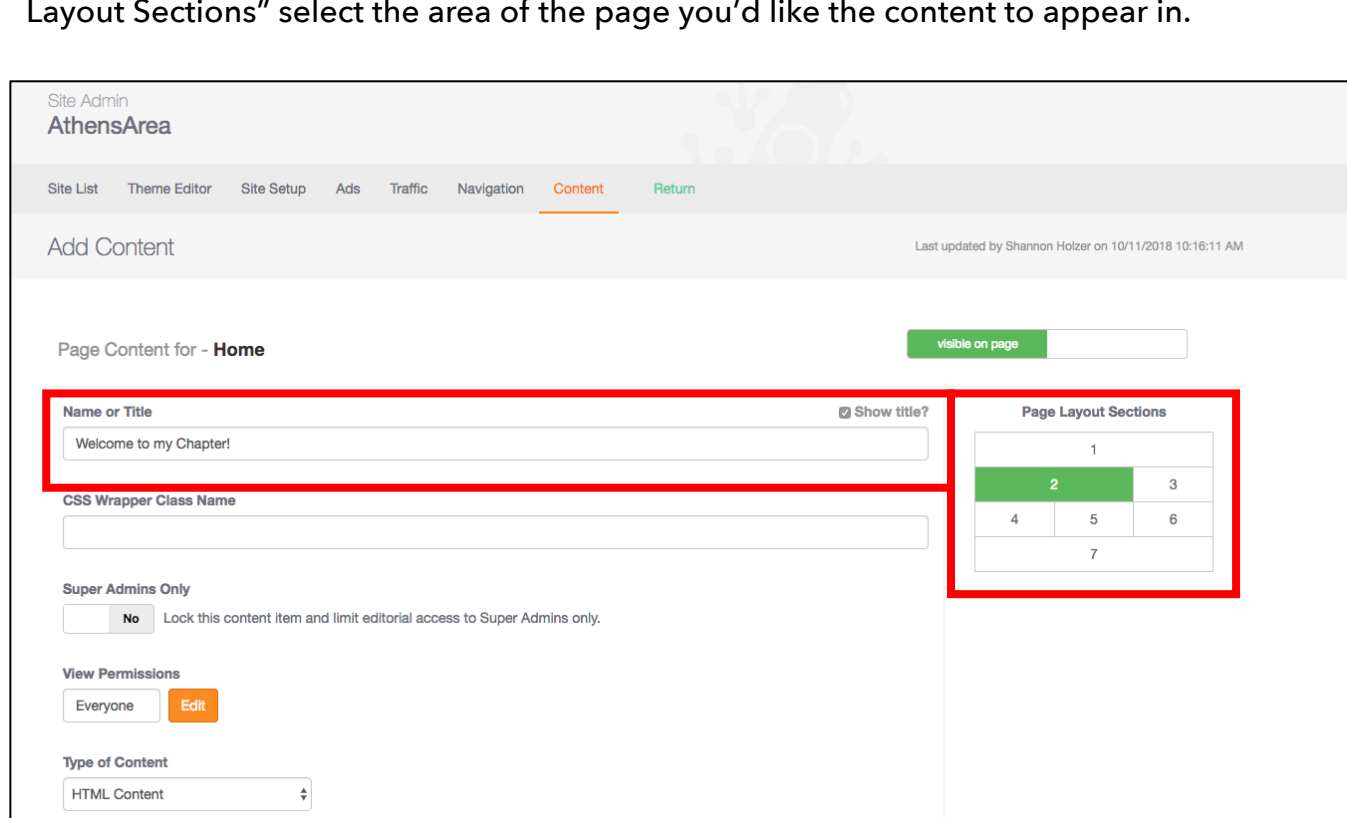
1. Ensure you have administrative access on your chapter community by confirming you can see the admin bar (outlined below in red).



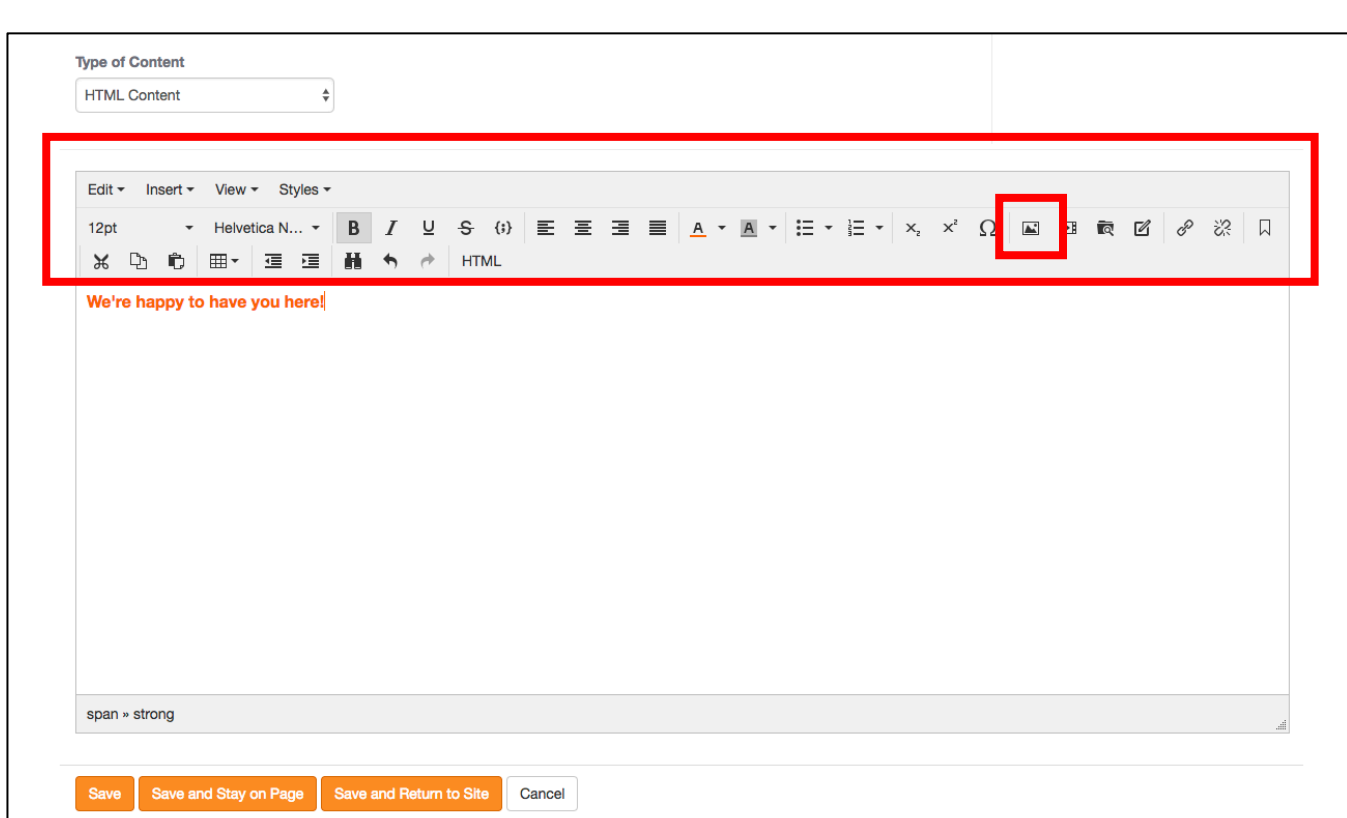
2. Select the page you'd like to add content to from the menu (underlined in red). Once you're on the correct page, click on the "Add to this Page" button on the admin bar (outlined in red).



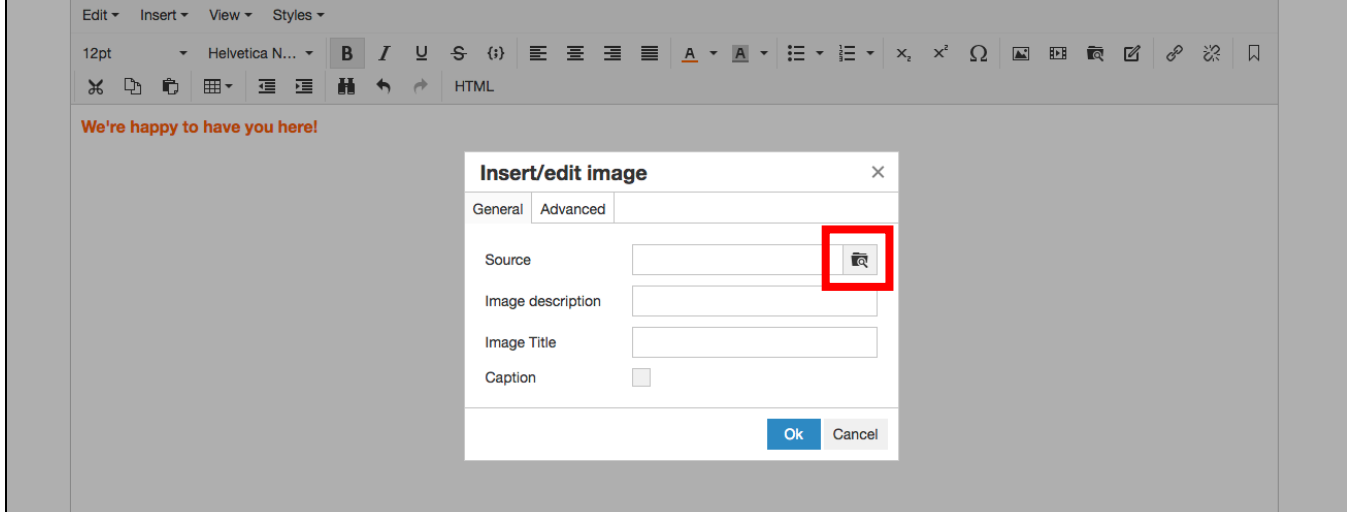
3. Enter the title of the content (this will appear as a large header above the content you add). If you do not wish to have a title, uncheck the "Show Title?" box. Under the "Page Layout Sections" select the area of the page you'd like the content to appear in.



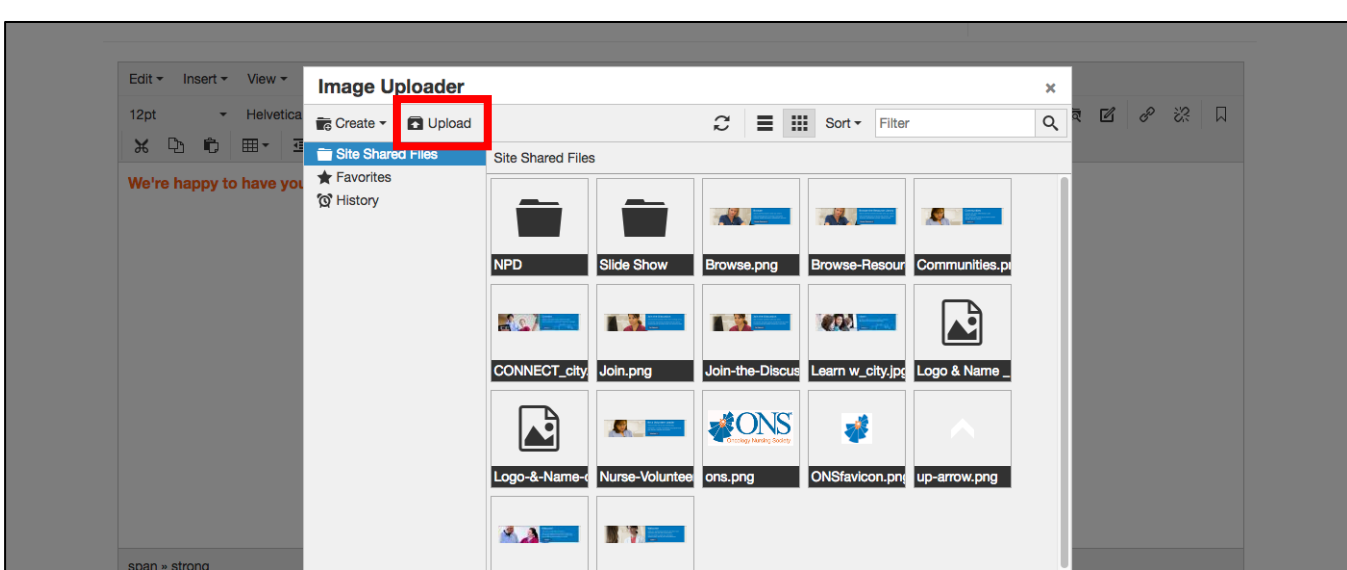
4. Enter your text in the large box at the bottom of the page. Using the text editing toolbar, you are able to change the size, font,, etc. of your text. To add a photo, click the "Insert/Edit Image" button on the toolbar (in the small red square below).



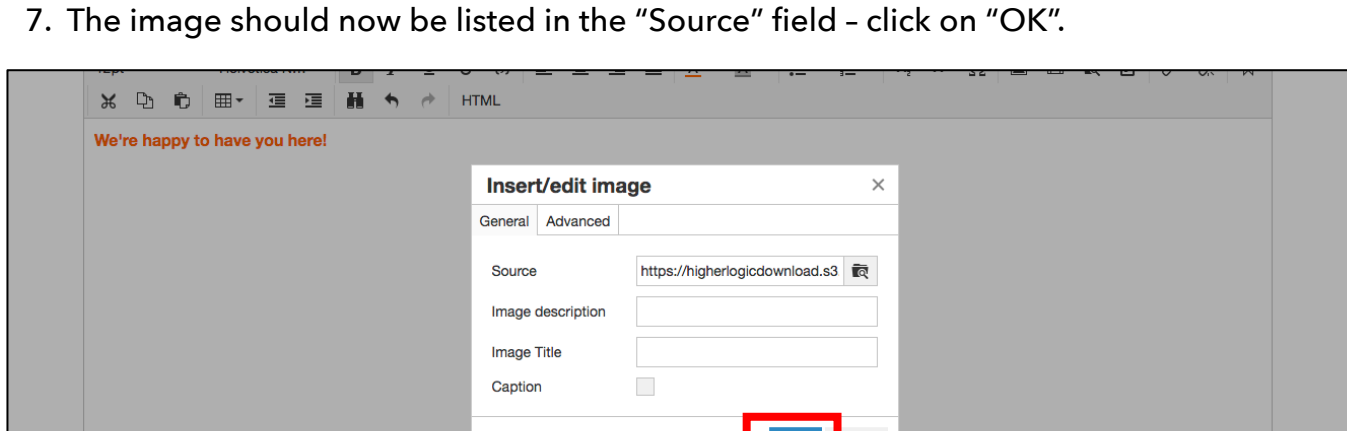
5. Click on the folder icon to search for the image you'd like to include.



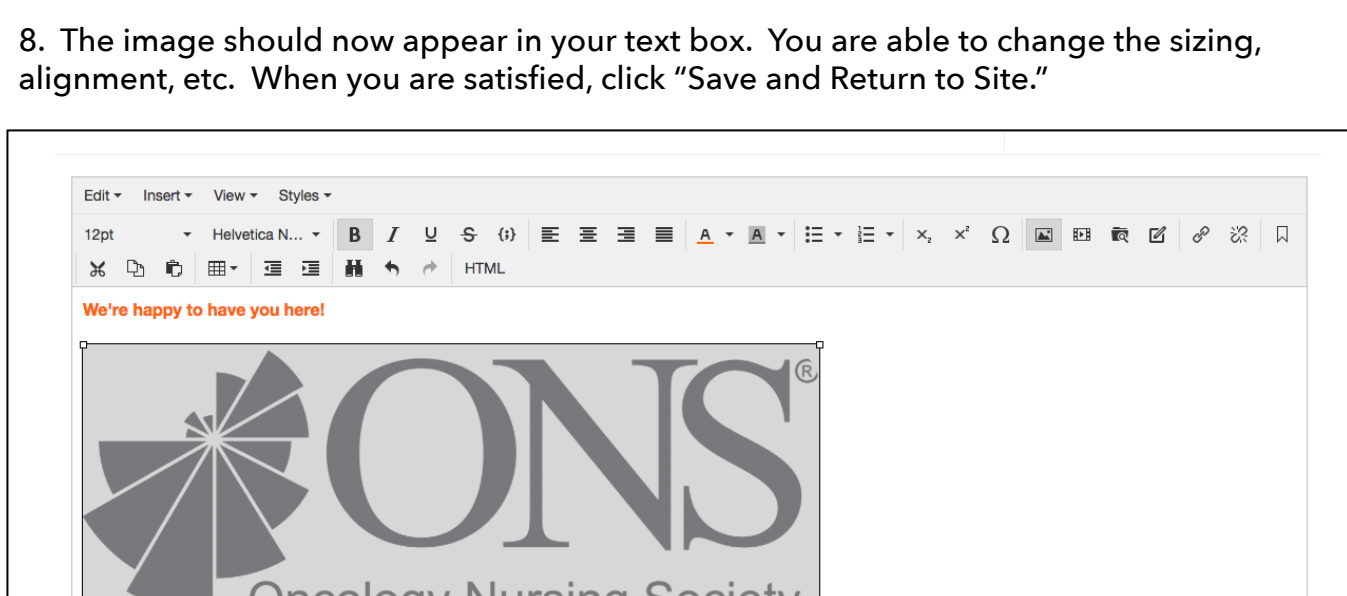
6. If your photo was already used on the site, it will appear in this listing. If not, click on the "Upload" folder and locate it on your computer. When finished, click on "Insert."



7. The image should now be listed in the "Source" field - click on "OK".



8. The image should now appear in your text box. You are able to change the sizing, alignment, etc. When you are satisfied, click "Save and Return to Site."



9. Your text and images will now appear on your site.

